



Ark Kings
Academy

Extracurricular Trips and Visits Policy

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Introduction to Extracurricular Trips and Visits Policy

Ark believes that adventurous and challenging school visits are a vital part of a pupil's education. They can develop teamwork skills, resilience and confidence, as well as supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. Off-site activities must serve an educational purpose, enhancing and enriching our pupils learning experiences.

Uncertainty is inherent in adventure, but a young person's development should not be stifled by the need to consider risk without first estimating its likelihood and balancing this against the possible benefits.

Purpose

The purpose of this policy document is to ensure that all off-site visits are correctly planned, managed and supervised so that pupils can safely participate in the opportunities that are offered.

As previous generations have learnt by experience, it is rare that a well-planned exercise leads to accidental injury. It will instead be most likely to bring a sense of enterprise, accomplishment and fun, so vital for judgement, maturity and well-being, which must nearly always offset the residual and inevitable risk. We believe that *"We must try to make life as safe as necessary, not as safe as possible."*

Scope

This document lays out our scheme of delegation and guidelines for trip planning and management of learning outside the classroom.

Section 1: Decision Making

1. This section defines the scheme of delegation for approving off-site visits within Ark Kings Academy.
2. Under the Health and Safety at Work Act (1974) Ark Kings Academy is responsible for the health, safety and welfare of its employees. Ark Kings Academy is also under a duty to ensure, so far as is reasonably practicable, the health and safety of anyone else on the premises or anyone who may be affected by their activities. In addition to this
 - a. The Management of Health and Safety at Work Regulations 1992 requires an employer to assess the risks of activities; introduce measures to control those risks; tell their employees about these measures.
 - b. Under Health and Safety legislation employees must: take reasonable care of their own and others' health and safety; co-operate with their employers over safety matters; carry out activities in accordance with training and instructions; inform their employers of any serious risks.

Section 2: Roles and Responsibilities

The Principal will:

- a. ensure that off-site activities comply with the procedures in this guidance document
- b. appoint, or undertake the functions of, an Educational Visits Coordinator and inform Ark. If appointing, the EVC should be a member of SLT, who in the view of the Principal is competent to undertake delegated tasks.
- c. ensure that the EVC has attended an EVC training course and refresher training every 3 years
- d. delegate approval of defined visits to the EVC
- e. with advice from the EVC, approve party leaders and additional staff who are sufficiently experienced and competent to assess and manage the risks with regard to the group and planned activity;
- f. ensure that risks have been assessed, significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- g. the final planning checklist is completed and all supporting documents are completed before the journey takes place;
- h. ensure formal approval is given to each journey or visit before it is communicated to parents;
- i. comply with Ark monitoring arrangements and agree with the EVC a programme for monitoring off-site visits.
- j. For the Duke of Edinburgh Award, ensure compliance with Operating Authority or if the school holds a Direct Licence ensure that the EVC and nominated DoE Officer have had verification of policies, procedures and practices from the Outdoor Education Adviser.

The Educational Visits Coordinator (EVC) will:

- a. support the Principal with approval;
- b. approve delegated visits;
- c. approve competent people to lead or otherwise supervise a visit;
- d. support the trip leader with advice and guidance on risk assessments;
- e. review and approve the risk assessment produced by the trip leader and team for each visit;
- f. check the emergency arrangements are adequate and ensure there is an emergency contact for each visit;
- g. receive, evaluate, action if necessary and archive Trip Leader's Evaluation and Trip/Outing Report and any other significant documentation [e.g. related to an accident];
- h. ensure that safeguarding arrangements are in place for all visits, liaising with the designated safeguarding lead as appropriate.
- i. review systems and, on occasion, monitor practice.

The Trip Leader will:

- a. complete a initial proposal form for the visit and submit a cost breakdown;
- b. obtain the approval of the Principal or EVC before any off-site visit or activity takes place;
- c. assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment;
- d. oversee the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances, and arrange a pre-visit if appropriate;
- e. ensure that all other members of staff and voluntary helpers are made aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles;
- f. complete the planning checklist to ensure that all procedures have been followed;
- g. inform parents about the visit and gain their consent, where appropriate

Additional members of staff and volunteers on the trip will:

- a. Be given appropriate safeguarding training and should be DBS checked if required.
- b. be given written instructions to ensure that they are familiar with procedures/protocols.
- c. assist the party leader to ensure the health, safety and welfare of all the young people on the visit;
- d. be clear about their roles and responsibilities whilst taking part in the visit or activity.

Pupils/Students will:

- a. be made aware of their responsibilities on the visit by the party leader and other members of staff, for their own health and safety and that of the group.
- b. not take unnecessary risks;
- c. follow instructions of the party leader and other members of staff;
- d. behave sensibly, keeping to any agreed code of conduct;
- e. inform members of staff of any significant hazards.

Parents will:

- a. have an important role in deciding whether any visit or off-site activity is suitable for their child.
- b. inform the party leader about any medical, psychological or physical condition relevant to the visit;
- c. provide emergency contact numbers;
- d. provide the party leader with arrangements to resume care of their child should this be necessary;
- e. sign the consent form.

Section 3: Procedures

Extracurricular Trips and Visits Procedure.

All trips should be planned on the trips and visits checklist (found in Appendix A and on the One Drive).

All trip leaders should keep a working copy of this document for the duration of the trip and this will be filed with the final visit pack upon completion. Trip leaders are responsible for ensuring that this form is up to date, with all the relevant boxes are ticked and dated. This should be shown to the EVC at regular intervals and on request.

Any trips that do not adhere to the deadlines specified will not be granted permission unless under exceptional circumstances.

All trip leaders are required to submit an evaluation within two working weeks of the trip's return and this will then be attached to the visit pack for filing.

If there are any incidents, injuries or near misses on a trip then staff must attend a de-brief meeting with the EVC within 2 working days of the trip return and then complete the relevant accident paperwork in school.

The EVC will accompany or visit a selection of trips throughout the year to ensure compliance and monitor standards.

Hyperlinks to relevant documents

- Proposal to organise an Educational Visit
- Costing Calculations
- Logistical Information Form
- Risk Assessment
- Letter to Parents template
- Parental Consent form template
- Medical details confirmation (for residential trips only)
- Pupil catering request form
- Medication timetable (for residential trips only)
- Final Visit Checklist
- Evaluation form

Section 4: Emergency Response and Communications Plan

Should an incident occur whilst on a trip or visit the trip leader should immediately contact the SLT emergency contact listed on the logistical information form. This member of staff will coordinate and liaise with all necessary parties to ensure that the group either continue with the trip or return to school safely and parents are notified.

There are four different levels of incident:

1. **Minor Incident** (e.g. slips, trips or falls requiring minor first aid)
In this case, the trip leader should deal with the incident and notify the SLT contact and pupil's parents of what has occurred and the treatment given. Contact with parents should be made by the trip leader (or designated first aider) to reassure parents and notify them.
2. **Emergency** (any incident that requires hospitalisation, including trips to A&E)
In this case, the trip leader should notify the SLT contact immediately and initiate the Emergency plan (see Appendix B). The SLT contact should notify the parents of the pupil involved and ensure that they can reach the pupil as necessary whilst supporting the remainder of the trip to continue (if staffing allows) or return to school safely.
3. **Critical Incident** (e.g. traffic accidents or multiple pupil incidents)
In this case, the trip leader should notify the SLT contact immediately and this will initiate the Emergency plan. It may also initiate the school's critical incident plan depending on the scenario. The SLT contact will notify all parents on the trip and assist the trip leader in ensuring the safe return of all pupils to school. If necessary an additional team of senior staff may be sent to the incident to assist as necessary.
4. **Major Incident** (e.g. any incident involving the police)
In this case, the trip leader should notify the SLT contact immediately and initiate the Emergency plan (and possibly the school Major Incident plan). The SLT contact will liaise with the Police and other relevant Local Authorities to ensure that pupils are safe and returned to school promptly. The SLT contact will notify all parents on the trip and keep them updated with as much detail as possible based on information from the relevant authorities.

The procedure is the same regardless of the location of the incident.

Appendix A: Trips and Visits Checklist

For information only, please use the editable version of this form located on the One Drive

Trip

Trip leader:

Date:

By whom and who to inform	(Residential – at least 3 months, Outside Birmingham – at least 6 weeks, Inside Birmingham – at least 4 weeks)	Tick and date when done
Trip leader	Identify an appropriate trip	
Trip leader	Check school diary Check budget available with Line Manager Calculate costs & work out transport arrangements	
Trip leader to meet with EVC (RC)	Submit a proposal form to the EVC and arrange a meeting. Be prepared to discuss purpose, transport, cost, date, timings and number of children/adults. If authorised EVC (RC) will input onto the school calendar	
Trip leader	Book venue, activity, transport (liaise with Finance (DD) as necessary)	
Trip leader	Organise and attend a pre-visit (if possible)	
Trip leader	Write risk assessment (model versions available here)	
4 weeks before		
Trip leader to write and send to the office Trip leader	Send a letter home to inform parents, ask for consent , check medical details and any £ contributions. To be checked by Line Manager or EVC (RC) Check with Finance how any £ contributions will be collected from parents.	
Trip leader	Inform site team of the trip by emailing Dave Lee and ensure they are aware of any extras required <i>e.g. early start, late finish etc.</i>	
Trip leader discuss with EVC (RC) Trip leader	Arrange staff needed for trip to meet ratios Inform EVC (RC) (and phase leader for primary) which staff are going Identify member of SLT who will be home contact.	
Trip leader	Complete logistical information form and risk assessment.	
Trip leader to email logistical information form and risk assessment to EVC (RC) Trip Leader	Send completed risk assessment to EVC (RC) for final checking and signature. This must be done 4 weeks before or the trip does not take place Notify Finance on final list of students.	
3 weeks before		
Trip leader	Identify any parental consent forms not yet returned	
Trip leader	Confirm with kitchen of any changes to break/dinner arrangements/ sandwiches needed for free school meals	
Trip leader	Check transport is definitely booked for correct times	
Trip leader	Send Leave of Absence forms for all staff to Debbie Spence to ensure any lesson and duties which will be affected are adequately covered	
Trip leader	Confirm with Finance which students have not paid and chase this with parents	
2 weeks before		
Trip leader to delegate and check this has been done	Check all children's medication is in school and has not expired and medical information on Bromcom is up to date. See Data Manager (ET) and SEND department for support.	

Trip leader	Meet with all staff attending and go through the risk assessment and the organisation of the day	
Trip leader	Check which after school clubs will be affected and inform coaches/staff involved	
Trip leader to ask office	If appropriate, send letter/text home to remind parents of timings and what the children need to wear/bring	
1 week before		
Trip leader Inform EVC and Pastoral VP and relevant HOYL or Phase Lead	Amend organisation to include any child not attending the trip. Trip leader to organise where they will be throughout the day. Confirm which teacher is responsible for them and send work to be completed. Ensure home time arrangements are confirmed	
Office	Set up text group for children attending trip.	
Trip leader to delegate and check this has been done	Check first aid boxes are adequately filled and chase up any children's medication still needed	
EVC (RC)	Ensure final organisation is shared with SLT	
Trip leader	Ensure final visits checklist is signed by EVC	
Day before the trip		
Trip leader	Brief the children on behaviour expectations, what they need to bring and what time they will return to school	
Trip leader to delegate and check this has been done	Collect: first aid kits, sick bags, bin bags and high visibility jackets (if required)	
Trip leader	Ensure staff know the group they are responsible for and the organisation for the day	
Trip leader to delegate and check this has been done	Charge school cameras and mobile phones to take with you	
Trip leader	Ensure all medical information sheets are copied and consent forms (if necessary) A set given to each group leader to take and a set left at the office with the trip pack	
Trip leader	Give a final trip pack to the office	
Day of the Trip		
Trip leader	Ensure children who are staying at school know where to go and leave details with the office	
Trip leader to delegate and check this has been done	Collect any free school meal sandwiches from kitchen if needed	
Trip leader	Ensure all permission slips/ medical forms and risk assessment copies are taken	
Trip leader to delegate and check this has been done	Collect children's medication	
Trip leader	Contact the school and tell the office of arrival on trip	
Trip leader to communicate this	Organise a meet up point at the venue	
All staff on trip	Follow organisation/risk assessment closely	
SLT home contact	Trip leader and another member of staff to stay with any children picked up late (SLT contact for Primary phase)	
All staff	Ask for feedback from other staff about any issues	
Trip leader	Keep in contact with school office about arrival time at school Notify SLT home contact of safe return (Secondary phase)	
Day after the trip		
Trip leader to delegate and check this has been done	Any school equipment taken (High visibility jackets, first aid kits, school cameras and mobiles) collected and returned.	
Trip leader	Give the office any suitable photos and information that can be put on the school website, Twitter and Facebook.	
Within two weeks of trip return		
Trip leader	Fill out evaluation form and report back to EVC	

Appendix B: Emergency Response Plan

Part A: For Trip Leaders

IMMEDIATE ACTION		✓
PRESERVE	Ensure own safety	
	<i>All subsequent actions should be delegated, where possible, to other leaders to allow the trip leader to coordinate the situation.</i>	
	Ensure the safety of uninjured group members and other leaders	
	Ensure the safety of any casualties and triage	
	Deal with any first aid	
	Call Emergency Services as appropriate	
URGENT ACTION – do this efficiently and concurrently if possible		✓
PREVENT WORSENING	Make a plan	
	Allocate resources and staff to maximise concurrent activity	
	Continue First Aid as required	
	Inform SLT contact at school and discuss the plan	
	Liaise with Emergency service (if required)	
	Deal with urgent physical needs of the group (shelter, warmth, water)	
	Deal with urgent emotional needs of the group (Remove from stress, protect from intrusion, keep occupied)	
	Control outward communication (ensure pupils do not directly contact home)	
	Begin written log of incident	
FOLLOW UP ACTION – much of this can be done at the same time as Urgent action with efficient use of people (including pupils) and resources		✓
PROMOTE RECOVERY	Re-plan the next phase – relay with SLT contact	
	Deal with casualties in care of emergency services. Ensure they are accompanied to hospital and keep track of who is where	
	Consider the needs of yourself and fellow leaders – how are they coping?	
	Deal with additional physical needs of the group (food, toilets, onward travel or accommodation)	
	Deal with additional emotional needs of the group (emotional support, contact with or from parents)	
	Deal with press – this should all be directed back to school	

EMERGENCY NUMBERS

Name	Daytime Telephone	Out of Hours
My telephone number		
School	0121 459 4451	SLT contact
SLT Contact 1		
SLT Contact 2		
Emergency services (if given number) 999 or 112		
Foreign Office Consular Assistance	+44 207 008 1500	

Part B: For Staff in School

Reception / Office Staff

On receiving a call from a trip or visit:

- Remain Calm
- Take clear notes of any information given by the trip leader
- Immediately contact the SLT lead and EVC

SLT Contact

- Remain Calm – consider the actions need to be taken and any additional people required
- Take charge – it is essential that one person remains in overall control of the situation for the duration
- Contact the group – check in and reassure them, get up to date information and update them on actions occurring in school
- Record all information

If the incident is a level 2 (emergency or above)

Action	✓	Notes
Notify RP of incident		
Establish Emergency Support Team <ul style="list-style-type: none"> • Overall controller – Must remain SLT contact • Group Contact – this is most successful if it is only one person • External communication – one person to communicate with parents, press and any other agencies • Logistics – Arrange transport, accommodation etc to ensure the safe return of the students • Travelling Team – additional SLT support if required onsite 		Name them <ul style="list-style-type: none"> • • • • • •
Inform ARK Central Estates Team		
Inform ARK Press Team (if necessary)		
Arrange alternative phone lines or methods of communication		
Determine if a Travelling Team is required		Name them
Check Site security in case of press interest		
Arrange for transport of pupil relatives to site or hospital		
Arrange to meet the remaining group on arrival back		
Prepare emotional support for staff and students		